

Be the one who follows up first, and with intention.

Your first follow-up, ready before you leave the conference

One photo of a business card. One short voice note. A follow-up that reads like you wrote it, not like a tool, ready while the buyer still remembers meeting you. Around two minutes, start to finish.

THE FINISH LINE

By the end of this guide your first follow-up is ready to send while the conversation is still warm, not three weeks later from memory.

WHAT YOU ARE ABOUT TO DO

From a card in your hand to a reply in your inbox

The deal is rarely lost at the event. It is lost back at the office, in the silence after, while the follow-up waits on a to-do list and the buyer moves on to whoever reached out first.

This is how you close that gap. You capture a contact, say what mattered, and the app prepares the follow-up in the background while you keep moving to the next conversation.

7x

more likely to enter your pipeline when a lead is contacted within 48 hours instead of after seven days. Speed is the whole reason this guide gets you to a follow-up before you leave.

Source: Trade Show PRO, 48-Hour Playbook

THREE OUTPUTS FROM ONE CAPTURE

A contact record, a structured meeting report, and a personalised follow-up draft. All prepared automatically after you save. You review each one and stay in control of what gets sent.

What you walk away with, from one capture

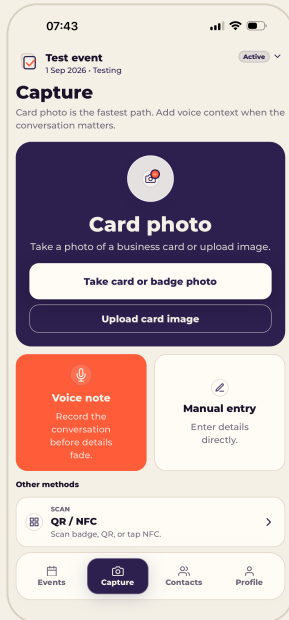
- Every contact captured before you leave the booth, not typed up days later
- Every conversation on record while the detail is still fresh
- A meeting report done, ready to show a manager
- A follow-up that reads like you, ready before you land

The app processes in the background, so you never wait on a screen. Capture, save, and keep moving. The contact fills itself in as it syncs. Everything the app prepares, the summary, the follow-up, the contact details, you can edit before anything goes anywhere.

CAPTURE

Capture the card and say what mattered

Open the Capture tab. Card photo is the fastest path, with voice note, manual entry, and QR or NFC there when you need them.



The Capture tab. Start with Take card or badge photo.

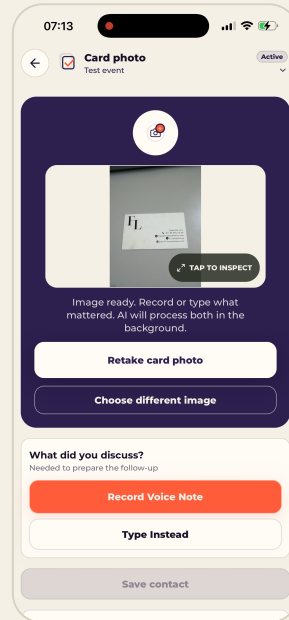


Photo ready. Record or type what mattered, on the same screen.

1

Take the photo

YOU DO Open the Capture tab and photograph the business card. Line it up and check it is clear. You can retake it or choose a different image.

WHY IT MATTERS

The card is captured in the moment, accurately, with no typing names and emails from a pile three days later.

2

Record what mattered

YOU DO Under "What did you discuss?", tap Record Voice Note. Say who they are, what they need, and the next step you agreed. Or tap Type Instead. The recording stops at 60 seconds on its own.

WHY IT MATTERS

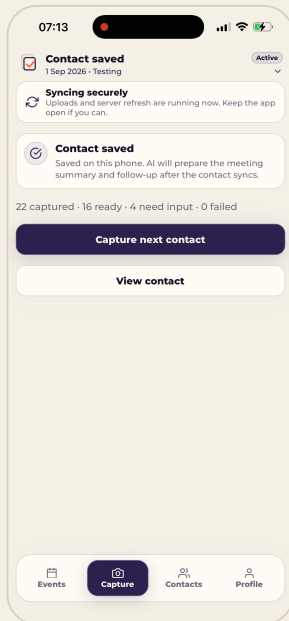
The next step is the part that matters most. Name it out loud and the follow-up comes back ready to move the conversation forward, not just say thanks.

TIP

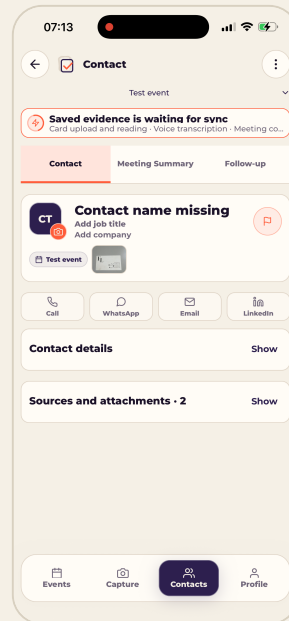
While recording, you can ask for a link too. Say "add my booking link" and the app drops in the exact link you saved in your workspace.

SAVE

Save it, and keep moving



Saved. The app prepares the summary and follow-up after it syncs.



The tabs fill themselves as it syncs.

3

Save the contact and keep moving

YOU DO Tap Save contact. Then Capture next contact, or move on. The app works on everything in the background.

WHY IT MATTERS

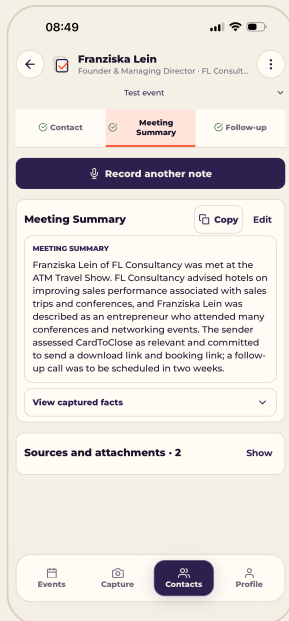
You do not wait on a screen. The card reading, the voice transcription, the meeting summary, and the follow-up are all prepared while you move to the next conversation.

HALFWAY THERE

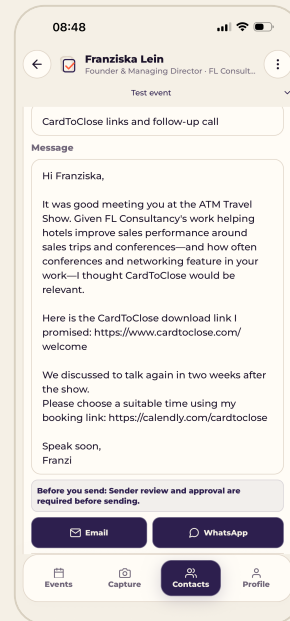
The contact is captured and the app is preparing everything for you. When you are ready, open the contact to review.

REVIEW

Review the summary and the follow-up



The meeting summary, a structured report from your voice note.



The follow-up, with the links you asked for already in place.

4

Read the summary, then the follow-up

YOU DO Open the contact. Read the meeting summary on its tab, then the follow-up on the next. Both are ready. Adjust anything you want.

WHY IT MATTERS

The write-up that used to eat an hour is already done, and the follow-up reads like the conversation you really had. That earns a reply, not a delete.

IF IT SAYS "NEEDS YOUR INPUT"

That just means a detail is missing, like a name the card did not show. Open the contact, add it, and it is ready.

SEND

Send it, under your name

5

Send it your way

YOU DO Choose Email or WhatsApp. The message opens in your own email or WhatsApp, ready to send. Or tap Copy to paste it anywhere.

WHY IT MATTERS

The app never sends on its own. You decide. The follow-up goes out under your name, from your account.

YOU DID IT

Your first follow-up is ready to send, while the buyer still remembers the conversation. That is the whole point. Repeat it for every card, and you leave your next event with the admin already done.

Two minutes per contact. Works offline, so a weak signal at the venue is no problem. Everything syncs when you are back online.